Review of Information & Data Management Policies and Procedures

Quality Assurance Manual

Foreword

The 2019 revision of the Dorset College Quality Assurance Handbook (QAH) is in line with the Statutory Quality Assurance Guidelines developed by QQI for use by all Providers[1] and the Sector Specific Statutory Quality Assurance Guidelines developed by QQI for Independent/Private Providers coming to QQI on a Voluntary basis[2], as well as the Standards and Guidelines for Quality Assurance in the European Higher Education Area, May 2015[3]. This revision also takes into consideration the evolving scope of Dorset College encompassing policies and procedures applicable to higher, further and English language education. The revision is within the context of overall governance and management structures in place to support the delivery of such programmes and specifically encompassing policies and procedures applicable to our current suite of programmes (Level 5 to Level 8) and in the future up to level 9 on the National Framework of Qualifications (NFQ).

This edition of the QAH was informed by consultation with key stakeholders of the College including but not limited to learners, staff and faculty and wider engagement with the further and higher educational community as well as external stakeholders for approval by Dorset College Academic Quality Committee upon review by an independent QQI panel.

[1] QQI's Core Statutory QA Guidelines
https://www.qqi.ie/Downloads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf
[2] QQI's Sector Specific QA Guidelines
https://www.qqi.ie/Downloads/ Sector%20Specific%20Quality%20Assurance%20Guidelines%20V2.pdf
[3] European Standards and Guidelines (ESG)
https://enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf

Policy Title	**Information and Data Management**
Date Approved	17/12/2018
Effective From	02/01/2019
Monitor	Registrar / QA Department
Summary	This policy details the information that the College retains on its staff and learners, the reasons for this and the duration that it retains such data. It also provides transparency as to how an individual can see what data the College retains about them and, at their request, give them a copy of such data.
Related Policies	
Revision History & Commencement Date & Date of Next Review	Version 1 – 2019 Commencement Date (Version 1): 02/01/2019 Date of Next Review: Following Independent Assessment from Re-engagement process

Purpose

The purpose of these policies is to provide information and transparency regarding the Data Protection obligations of the College. This includes obligations in dealing with personal data, in order to ensure that the organisation complies with the requirements of the relevant Irish legislation, namely the Data Protection Act(s) 1988 and the Data Protection (Amendment) Act (2003), The Data Protection Act 2018 and the e-Privacy Regulations 2011 and GDPR 2018.

Scope

This policy covers both personal and sensitive personal data held in relation to data subjects by the College. The policy applies equally to personal data held in manual and automated form.

Policy Statement

The College must comply with the Data Protection principles set out in the relevant legislation. This Policy applies to all Personal Data collected, processed and stored by the College in relation to its staff, service providers and clients in the course of its activities. The College makes no distinction between the rights of Data Subjects who are employees, and those who are not. All are treated equally under this Policy.

Review of Information and Data Management Policies and Procedures

The College will review these Information and Data Management policies and procedures on an annual basis. This review will assess the adequacy and effectiveness of the support services offered, as well as the learning environment.

The following individual(s) will be involved in this review:

Registrar

Director of Academic Operations

Individual in charge of Data Protection

ICT Manager

1 Lecturer

1 Learner

Thank you.

Dorset College Dublin